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ABSTRACT

The Granite City (Illinois) Steel apprentices are under a performance evaluation from entry to graduation. Federally approved, the program is guided by joint apprenticeship committees whose monthly meetings include performance evaluation from three information sources: journeymen, supervisors, and instructors. Journeymen's evaluations are made orally to a committee member. Supervisors are required to complete a monthly, nine-item apprentice-performance check list, and may add remarks. The instructor's five-item apprentice-evaluation check list covers the apprentice's performance in his related instruction. The apprentices attend class a minimum of four hours per week on their own time, and receive college credit for courses taken under the program through the area college. Test scores, absences, and other data are recorded in the instructor's evaluation, which is submitted to the supervisor of apprentices every nine weeks. The apprentice's permanent file holds the evaluations, which are used by the Committee to grant or hold raises, toward hours for outstanding performances, to put an apprentice on probation, or to revoke an apprenticeship. The evaluations assure the company of well-prepared journeymen. (The nine performance items on the supervisor's check list and the five items on the instructor's check list are recounted in the speech.) (Author/AJ)

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APPRENTICE PERFORMANCE EVALUATION

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APPRENTICE PERFORMANCE EVALUATION

At Granite City Steel, our apprentices are under a performance evaluation from the day they enter their apprenticeship until the day they graduate as journeymen. The apprentice programs at Granite City Steel are federally approved and our Joint Apprenticeship Committees feel that they have a responsibility to our apprentice programs to insure that when we graduate an apprentice, he will be able to go anywhere to work and give an above average performance.

Our Committees normally meet once a month. At this monthly meeting any business pertaining to the apprenticeship program is discussed. This naturally includes apprentice performance evaluation. The Committees rely on three sources of information when evaluating an apprentice. The sources are journeymen, supervisors, and instructors. Journeyman evaluation is usually an oral evaluation and is made to a member of the Committee who will pass on the information to the Committee at the monthly meeting. This type of information is usually relayed only when the apprentice's performance is above or below average on the job. Supervisors are required to complete a monthly performance appraisal on each apprentice in their department. This evaluation is a check list which provides for three ratings: unsatisfactory, satisfactory, and outstanding. The following items are covered:

1. Ability to analyze and perform task: This requires the apprentice to be able to size up, select proper tools for and complete the assigned task correctly within the alloted time, based on the current step of his apprenticeship.
2. Ability to follow instructions: This requires the apprentice to obey plant rules and regulations as well as applying information given to him by his supervisors and journeymen.

3. Ability to get along with associates: The apprentice should be congenial and cooperative, especially in his dealings with his supervisor and the journeyman he is assigned to. His relationship with his journeyman is very important because this is where the largest percentage of his on job training instruction takes place.
4. Attentiveness to the task: The apprentice should be alert and work diligently. Any apprentice who goofs off cannot learn very much.
5. Attitude: The apprentice should be enthusiastic, interested in his work, and eager to learn. Any apprentices who are rated unsatisfactory in this category will be put on probation and, if no improvement occurs, may have his apprenticeship revoked.
6. Initiative: In this category we are looking for an apprentice who is a self-starter, a self-motivator, and can perform with a minimum of supervision.
7. Interest and application of safety: The apprentice is expected to observe all plant safety rules as well as wearing proper work clothing and using all safety equipment.
8. Sufficient personal tools: Each journeyman at Granite City Steel is expected to initially furnish all of his own tools. Each craft has therefore set certain requirements for tools at each apprentice step which insures that when the apprentice graduates he will have a complete set of tools required for his craft.
9. Attendance - Punctuality: When you are operating a plant 7 days a week, 24 hours a day, it is essential that each man be on the job on time and stay until his shift is completed. An apprentice with a poor work record will not last very long. The Committee will point out to him the error of his ways and if that does not suffice, will take more drastic steps.

In addition to what I have covered, there is a place on the form for any additional remarks the supervisor may wish to add.

I have now completed those items covered in the supervisor's evaluation. This evaluation is submitted to the Supervisor of Apprentices each month.

The third and final form of apprentice performance evaluation is that submitted by the apprentice instructor and concerns the apprentice's performance in his related instruction. Our apprentices attend class a minimum of four hours per week on their own time. This form is partially a check list of unsatisfactory, satisfactory, and outstanding. Items covered by check-off are:

1. Ability to follow instructions: Classes are held on plant property at one of our two training centers. The apprentice is expected to obey all school rules and regulations, and apply information supplied by instructors and/or supervisors.
2. Attitude: The apprentice should have an interest in school, be eager to learn, and be enthusiastic. We have found that an apprentice who has a poor attitude in school will have a poor attitude towards work or vice versa.
3. Effort: The apprentice is expected to perform to the best of his ability.
4. Progress: The apprentice should evidence progress by working accurately, taking pride in his work, and completing assignments in the required length of time.

5. Attendance - Punctuality: The apprentice is expected to be on time for class and not be absent without just cause. Attendance is very important as there is only 144 hours per year devoted to related instruction.

   In addition, the instructor will record on the form days absent, days late, test scores, average of the class on each test, and any remarks the instructor may care to make. This evaluation is submitted to the Supervisor of Apprentices every nine weeks while school is in session. Our apprentices receive college credit for courses taken under our apprenticeship program through Belleville Area College.

Now, what does all this evaluating accomplish:

1. The Supervisor of Apprentices keeps a permanent file for each apprentice and all evaluations become a part of his permanent record. These, in turn, are used by the Joint Apprenticeship Committees to either grant or hold raises, to award hours for any outstanding performances, to hold any apprentice if he is not performing up to standard, to put an apprentice on probation, and even to revoke an apprenticeship.
2. But most important, these evaluations, through our conscientious Joint Apprenticeship Committees, assure Granite City Steel of topnotch journeymen on graduation day.